

## **How to Fill Out the CCSP Application**

**Section 2** - Remember that newly awarded projects must wait for cooperative agreements (CA) to be processed before money can be spent against the Challenge Cost Share grant. Please allow three months from the date of the award for completion of cooperative agreements. A project can begin any time, but money spent before the CA is completed can only be counted in the "in-kind" portion of the budget.

**Section 5** - This is the person to whom we will send all correspondence. We recognize the person in Section 3 as having the legal responsibility for the project, but have often found that this person is not necessarily responsible for the day-to-day work on the project. If the person in Section 3 is responsible for both financial and technical aspects of the project, then that person should be listed in both Sections 3 and 5.

**Section 7** - Not all projects require NEPA or NHPA compliance. In those projects that do, the organization requesting the CCSP funding is responsible for following these laws and regulations. The NPS/Lewis and Clark National Historic Trail will not process any NEPA or NHPA forms or other documents/procedures for the project.

**Section 8** - Choose the category that best describes your project. This question does not influence the review of your application. The information you provide is used in compiling required statistics.

**Section 9** - We require project reports from previous project years with new applications. This information gives reviewers a more complete picture of the status of your previous project. The report can not be uploaded to the web application; it must be attached to the printed application.

**Section 10** - This is a clear and concise summary of your project. If your project is well planned, this can be written in 100 words or fewer.

**Section 11** - This section expands upon section 10 by providing additional details about how the project will be completed. Provide the goals, a general timeline of tasks, the audience for the project, and how the project may further the mission and goals of Lewis and Clark NHT. Do not include budget information in this section.

**Section 13** - If your project includes American Indian involvement, you must provide documentation. In most cases, documentation is in the form of letters of support or tribal resolutions. If your project includes American Indian stories or points of view, it tribal representatives should be involved.

### **Section 16 - Budget Category Definitions**

a) Personnel - Permanent or temporary staff salaries. Challenge Cost Share (CCS) funds should not pay for new permanent positions. CCS funds are temporary in nature and cannot cover long term payroll expenses. Projects that pay large salaries to permanent staff will not be rated favorably.

c) Consultant Fees - This includes expenses for contract work not completed by staff or volunteers. Examples include, but are not limited to: creation of original artwork, stipends paid to speakers or researchers, and design fees.

e) Equipment - Items that have permanent value and may be used by staff after project completion.

f) Supplies - Items used directly by staff or volunteers to complete the project. This should not include supplies used by consultants and/or construction firms.

g) Indirect - This is the rate charged by an institution for the cost of administering the funds. If a project is administered in partnership with an established organization and there are associated costs, show those costs here.

h) Volunteer - The established National Park Service rate is \$16.00 per hour. You may adjust this rate - for example, a lawyer doing pro bono work may be valued at a higher rate while visitor center staff whose basic duties are to give out information might be valued at a lower amount.

i) Construction - This amount reflects the cost of a firm hired to complete a service that leaves behind a tangible product, such as a boardwalk, trail, or visitor center. This expense goes beyond the cost of volunteer labor.

Documents and media attached to the printed application will not be returned to you. Letters of support should help document existing partnerships described in the proposal that will help assure the success of the project. The attachments should help give the reviewers a complete picture of the proposal.

Letters of support of a political nature do not improve a proposal's rating. A letter of support from a Congressperson is not viewed as a guarantee of the quality of the project or of its potential success. Please do not have letters of support sent directly to this office. Attach all supporting documents to the paper version of your application. We recommend sending a sufficient number of supporting document copies for the 10 proposal copies you will submit. Copies of your proposal and its attachments will **not** be made by this office.